

Library Services & Technology Act

FY 1998-99 - APPLICATION FORM

Organization/Institution: **Wasatch Elementary School**
 Project Title: **Improving Services to Oakridge Developmental School**
 Project Director's Name: **Sandra Davis**
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Check Applicable Grant Category

For Public Libraries Only			
Basic Technology	Automation Grant		
Enhanced Integrated System	Planning Grant	Technology Grant	
Enhanced Internet Connectivity	Planning Grant	Technology Grant	
For All Libraries			
Community Electronic Network	Planning Grant	Technology Grant	
Partnerships & Cooperative Projects	Planning Grant	Implementation Grant	
Improved Access to Library Services	Planning Grant	Technology Grant	Customized Service Grant X

Check Funding Category

X Mini-Grant (to \$7,500) No Match required

Regular
 (\$7,501-\$74,999) Match (25%)

Major (\$75,000 and up) Match (35%)

AMOUNT REQUESTED FOR THE TOTAL PROJECT:

Federal LSTA	\$ 4,000	
Match (if required)	\$	%
Total	\$ 4,000	

I. SUMMARY

PROJECT TITLE: Improving Service to Oakridge Developmental School Project

DATES: March 1998 to May 1999

Summary of Project, in 150 words or less:

The Wasatch Elementary School Library provides service to 670 children, including 500 K-6 children and 170 children from Oakridge Developmental School, our sister school next door. This grant proposal is designed to purchase materials to enhance and improve the service provided to the 170 children at Oakridge. Under current funding procedures, the Wasatch Elementary School Library does not receive any money to purchase materials to serve Oakridge students. This money would allow for the purchase of new audiovisual materials, big books, picture books, hands-on manipulatives, and professional development texts which will enhance the librarian's ability to provide enriching literary experiences for developmentally challenged children.

II: PROJECT DESCRIPTION

Please address the following. For required elements to be included and suggestion on how to write your responses, see the Handbook, Section 5, specifically, D. "Suggestions for Application's Project Description."

A. NEEDS STATEMENT

The Wasatch Elementary School Library provides service to 670 children, 170 of which attend Wasatch's neighboring sister school Oakridge. These Oakridge children are primarily preschool aged 3 to 5 years. Of the 170, over half of the children are hearing, visually, and/or mentally impaired. With these challenges, the children need to be stimulated audiovisually and kinesthetically. By providing board books, stuffed literary characters, and puppets, the children will be able to touch and feel and not just hear and see. The collection needs board books with large print that can be handled by young children with low fine motor coordination.

Under current Provo School District funding procedures, the Wasatch Elementary School Library does not receive funds to purchase materials for the Oakridge children.

At this time, the Wasatch School Library filmstrip, video, and music collections are badly dated and in poor condition. There are very few lap books to accompany the filmstrips and videos. There are no compact discs and few cassettes with music for preschool aged children. The library has one big book in its collection. The easy fiction collection does not have any board books that can be handled by young children. The library has no puppets in its collection except those belonging to the librarian personally.

With improvements in the above collections, the Oakridge teachers and the Wasatch librarian will have more resources available to create rich, hands-on literature experiences for the children. So the children and adults who work with them will benefit from this project. Research has shown the importance of extensive early contact with literature in stimulating language and literacy acquisition.

B. PROJECT GOALS AND OBJECTIVE

a) The project goal is to improve library service to the Oakridge Developmental School. The objective is to increase the circulation and use of library materials by Oakridge patrons at a rate of 25% by May 21, 1999.

b) This project will help fulfill the Provo School District's Library Media Teachers Mission Statement as it pertains to the Wasatch Elementary School Library. The Mission Statement is as follows: The mission of the Certificated Library Media Teachers of Provo School District is to ensure that students, staff, and patrons are effective users of ideas and information by:

- Providing intellectual and physical access to materials in all formats;

- Stimulating interest in and fostering a lifelong love of reading;
- Working with other educators to design learning strategies to meet the needs of individuals;
- Supporting curriculum by teaching information access skills through the use of technology;
- Providing leadership, instruction, and consulting assistance in a facility that functions as the information center of the school.

Following the mission statement, one of the long range objectives of the Wasatch School Library is to implement ongoing quality programs, within five years, which are designed to meet the information literacy, media literacy, and literature enrichment needs of students, teachers, and school community. The items in particular which this grant will support are stimulating interest in and fostering a lifelong love of reading and working with other educators to design learning strategies to meet the needs of individuals. This project will focus on supporting good literature and cooperating on lesson design between the librarian and classroom teachers.

C. PROGRAM/METHODS STATEMENT/TIMETABLE

a) To implement our project, we will need to purchase new age appropriate filmstrips, videos, compact discs, big books with accompanying lap books, board books, large print picture books, stuffed literary characters, puppets, and equipment and supply needs to support these new materials. We will need to train Oakridge staff how to appropriately use the new materials. Using these new materials, we can participate in storytelling, listening activities, puppet theater, and literature enrichment activities which correlate and support the curriculum taught at the Oakridge Developmental Preschool. The personnel involved will be the Wasatch librarian and her assistant, and the Oakridge teachers and staff.

b) In order to establish current circulation statistics, records will be kept during the months of February, March, and April 1998 to indicate how many Oakridge students either visited the library or checked out materials. Statistics will also be kept on the teachers from Oakridge. An average will be taken of these months, and that will be the baseline which shall be used to measure a change in library activity during the next school year. The Wasatch librarian will keep and record the statistics.

A needs assessment will be drafted by the Wasatch librarian and given to the Oakridge Preschool Staff. A preliminary assessment has already been completed in order to estimate budget needs. Final needs assessment should be completed by April 30, 1998.

After examining various vendors and catalogs, requisition orders will be submitted to the Provo School District for approval. Ordering of materials should be completed by May 22, 1998. Order requests will be submitted by the project director.

Materials purchased will then need to be cataloged as part of the Wasatch Elementary School Library collection. New additions to the collection will need to be written down in document form that can be given to the staff at Oakridge School. This step in the project should be completed by September 30, 1998. Cataloging will be done by the Wasatch librarian and/or her assistant.

Publicity and training meetings with the Oakridge staff should also be completed by September 30, 1998. Training and publicity will be handled by the Wasatch librarian and/or her assistant.

Circulation statistics and Oakridge student/staff visits will need to be recorded during the 1998/99 school year to measure level of increase.

A project assessment follow-up will be given to the Oakridge staff to measure their satisfaction with the improve of library service to the children in their stewardship. This follow-up should be completed by the end of the school year May 1999.

c) Almost all of the budget will go directly to purchasing new materials for literature instruction with the children.

d) In the past, materials such as Sing-along videos have been purchased with Utah State Legislative Teacher Supply money that has been given to the librarian the past few years. Also money for special

materials has been spent from Book Fair profits and the regular Provo School District Wasatch Library funds. If this project is not funded, then there will be no money for collection development for the Oakridge preschool children. There are many vendors and catalogs available for purchase of these materials.

e) Other libraries will only be involved an advisory capacity if necessary.

f) The Wasatch librarian will need to take advantage of various training opportunities available including the BYU Children's Literature Conference held in the summer of 1998 and the Orem Storytelling Festival held at the end of August 1998.

g) The project director, the Wasatch librarian, will meet with the Oakridge staff during one of their faculty meetings to demonstrate and show the new materials that are available and how to check them out. These meetings should take place before the beginning of the new school year in August 1998. A print out of new materials available will be distributed to each of the Oakridge staff at this meeting.

D. EVALUATION STATEMENT

a) This project will make the Wasatch School Library be an essential component of the curriculum of the Oakridge Preschool. The children will develop warm feelings about literature, libraries, and school personnel through friendly, engaging interaction between the librarian and the children. The teachers will benefit from the sharing of ideas and teaming to teach the children. The children who attend this school represent families from the Utah Valley whose parents will recognize the value of libraries in their children's educational experience.

b) The objective to increase circulation of library materials by 25% to the patrons of Oakridge School will be evaluated through the collection and use of circulation statistics. The success of this objective will be known after comparing statistics from February, March, and April 1998 with statistics from the 1998/1999 school year. The librarian will record and evaluate the statistics which she will share with the principal.

c) To obtain baseline statistics for this school year before new materials are purchased, each Oakridge patron entering the Wasatch School Library for literature enrichment and/or circulation of materials will be counted. If materials are checked out, each item will be counted. These statistics will be totalled at the end of each month. The months in which the statistics will be kept are February, March, and April of 1998. An average of the three months will be taken and these two numbers will be used as the baseline. One number for circulation of materials, and the other for actual patron visits to the library. Starting in the month of October 1998, statistics will once more be gathered in the same manner. This will continue through the school year until April 30, 1999. At this time an average will be taken of the statistical results. A comparison will now be drawn between the baseline numbers from 1998 and the new numbers from 1999. This project should result in an increase of the patron visits and circulation numbers by at least 25%.

Another method to evaluate the improvement in library service will be mid-project and end-of-project surveys given to the Oakridge teachers. This instrument will be used to collect anecdotal responses concerning successes and problems as perceived by the teachers.

d) The most effective activities will be ascertained through the collection of anecdotal responses from the Oakridge staff.

E. COMMUNITY SUPPORT STATEMENT

A preliminary needs assessment has been completed by the teachers at the Oakridge School. The teachers described the materials and training that would be necessary to improve the quality of the library program for their children. One of the Oakridge lead teachers at the preschool was in charge of the assessment. The planning of this project has taken place over the past month in January 1998.

F. FUTURE FUNDING STATEMENT

There is no long range plan for future funding of this project at this time.

III. PROPOSED PROJECT BUDGET

Please provide information where applicable and divide your proposed budget into the following categories. Be specific and be certain of items for expenditure of funds. (Revisions are possible and require submitting formal paperwork and State Library Division approval. If a revision is necessary, remember that your application for LSTA funds was successful because of the needs identified in this application and proposed budget. Revisions require an indication of why the change is desired, why other funds can't be used, and specific revised amounts.)

<u>Category</u>	<u>LSTA Funds</u>	<u>Local Funds</u>	<u>Other*</u>	<u>Total Funds</u>
A. Personnel Expenses:				
Salaries and Wages	_____	<u>\$2,710</u>	_____	<u>\$2710</u>
Employee Benefits	_____	<u>\$2710</u>	_____	<u>\$2710</u>
SUBTOTAL				
B. Operating Expenses:				
Travel	_____	_____	_____	_____
Training	<u>\$ 100</u>	<u>\$ 60</u>	_____	<u>\$ 160</u>
Materials/Supplies	<u>\$3,900</u>	<u>\$100</u>	_____	<u>\$4,000</u>
Contracted Services	_____	_____	_____	_____
Other	<u>\$4,000</u>	<u>\$160</u>	_____	<u>\$4,160</u>
SUBTOTAL				
C. Equipment & Capital Outlay Expenses:				
Computer Hardware	_____	_____	_____	_____
Computer Software	_____	_____	_____	_____
Other	_____	_____	_____	_____
SUBTOTAL				

D. Other, Specify
below

SUBTOTAL

E. Percentage of
Matching funds:

SUBTOTAL

TOTALS

\$4,000

\$2,870

\$6,870

IV. Budget Description

A. Personnel Expenses:

<u>Personal Expenses (Salaries)</u>	<u>Total Funds</u>	<u>LSTA Funds</u>	<u>Local Funds</u>
Project Director Sandra Davis	\$2500		\$2710
Project Director Assistant	\$ 210		\$ 210
Totals	\$2710		\$2710

B. Operating Expenses:

<u>Training</u>	<u>Total Funds</u>	<u>LSTA Funds</u>	<u>Local Funds</u>
BYU Children's Literature Conference	\$120	\$100	\$ 20
Orem Storytelling Festival	\$ 40	\$ 60	\$ 40
Professional Development Texts	\$ 60		
<u>Materials and Supplies</u>			
Videos	\$1500	\$1500	
Filmstrips	\$ 480	\$ 480	
Big Books	\$ 360	\$ 360	
Picture Books	\$ 500	\$ 500	
Musical Recordings	\$ 200	\$ 200	
Puppets	\$ 400	\$ 400	
Storage Supplies	\$ 500	\$ 400	\$ 100
Totals	<u>\$4160</u>	<u>\$4000</u>	<u>\$ 160</u>

C. Equipment/Capital Outlay:None

D. Other: None